

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-7/9/11

SALARY RANGE: GS-7 \$37,640 - \$48,933 Per year
GS-9 \$46,041 - \$59,852 Per year
GS-11 \$55,706 - \$72,421 Per year

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-FB-010

AREA OF CONSIDERATION: All Interested Candidates and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 01/25/2007

CLOSING DATE: 02/16/2007

DUTY LOCATION(S): Criminal Division, Fraud Section, Washington, DC

NUMBER OF VACANCIES: 1

DUTIES: The incumbent provides support to assigned attorneys in the Fraud Section. The incumbent conducts legal and factual research and analysis; prepares various legal documents, reports, correspondence, records, and technical research documents; digests and indexes legal documents; assists attorneys with case organization and trial preparation; uses computer technology during investigations and court room trial presentations; conducts witness interviews; communicates with other Department components and Federal agencies as well as the general public; identifies and researches specific problems as required. Applicants must be willing to travel on a frequent basis.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Eligible surplus and displaced employees must meet all minimum qualifications and be well-qualified. Well-qualified means those who meet the mid-level of the crediting plan for all quality ranking factors or the established cut off score.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS:

- 1) Ability to communicate in writing.
- 2) Ability to communicate orally.
- 3) Ability to research and analyze complex factual and legal material in order to prepare a written summary.
- 4) Knowledge of the fundamentals of U.S. law and the criminal justice system.

Applicants are encouraged to provide a separate narrative addressing each of the Quality Ranking Factors listed.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY: Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

- ▶ Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of performance appraisal issued within the last 12 months.
- ▶ All applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- ▶ All applicants must also submit their college transcript.
- ▶ If you are a current status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.
- ▶ Displaced/surplus federal applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information:

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and non-paid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address,

supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

• OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV. Applications can also be faxed to (202) 353-0775.

- ▶ Documentation which cannot be included or attached to an e-mailed application will need to be faxed to (202)353-0775.
- ▶ Although the preferred method of application is via e-mail and/or fax, applications sent through the mail system will also be accepted. (If applying by mail, applications must be received by the closing date of this announcement.)
- ▶ Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility.
- ▶ Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- ▶ Relocation expenses are not authorized.
- ▶ Applications must be received by midnight of the closing date.
- ▶ If submitting a resume, all requested information as outlined in this vacancy announcement must be included. If required information is omitted from the resume, it will result in non-consideration for this position. Failure to submit certain requested information may result in a lower rating in the evaluation process.
- ▶ This is a permanent full-time position.
- ▶ Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.
- ▶ This position is subject to a drug test by urinalysis.

Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Felecia Butler

CONTACT PHONE: 202-305-1240

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-514-7972